Quick Start Guide

December 20, 2015



Application Data Sheet to Update and/or Correct Information



Quick Start Guide



Contents

1.	Introduction	3
2.	Basic Guidelines for Filing an ADS for Corrected or Updated Information	3
3.	Access the Corrected Application Data Sheet	4
	3.1 Inventor Information	5
	3.2 Correspondence Information	6
	3.3 Application Information	6
	3.4 Representative Information	6
	3.5 Domestic Benefit/National Stage Information	7
	3.6 Foreign Priority Information	8
	3.7 Applicant Information	8
	3.8 Assignee Information Including Non-Applicant Assignee Information	9
	3.9 Signature	10
4.	Attach Documents	11
5.	Review Documents	13
6.	Calculate Fees	14
7	Save Submission Feature for Registered eFilers	15

Quick Start Guide

1. Introduction

This Quick Start Guide will provide you with the information you need in order to understand how to file a Corrected or Updated Web-based ADS, including a brief overview of the process and screen shots that identify critical aspects of the submission.

EFS-Web will automatically generate and attach a PDF version of the Corrected Web-based ADS. The information in the Corrected Web-based ADS will not be automatically entered in the Office automated systems, it will be reviewed by Office of Patent Application Processing.

A more comprehensive guide on how to use EFS-Web can be found at the EFS-Web Guidance and Resources page located at: http://www.uspto.gov/patents-application-process/applying-online/efs-web-guidance-and-resources

2. Basic Guidelines for Filing an ADS for Corrected or Updated Information

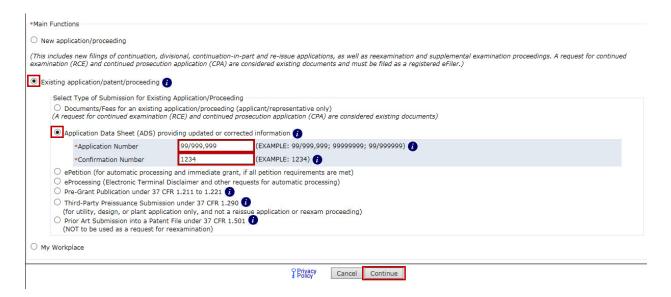
- You must be able to access EFS-Web.
- The Corrected Application Data Sheet is available for existing applications under the following submission types: Utility (Nonprovisional), Reissue, and Designs.
- The Corrected Application Data Sheet is not permitted in PCT, 371, Hague, Provisional, Reexam, Plant, and Supplemental Examination submissions
- You **MUST** be a registered efiler and be associated to the Customer Number used as the correspondence address of the entered application.
- The Corrected Application Data Sheet must be signed in accordance with 37 CFR 1.33(b). If an applicant is prosecuting the application pro se, all of the inventors must sign to comply with the rule, unless a power of attorney has been given. MPEP 402.
- All required fields must be completed in order to proceed with the submission. The required fields are indicated with an asterisk (*).
- A Corrected Application Data Sheet can only be submitted with the filing of an application on or after September 16, 2012.
- Do not attach an ADS as a PDF if submitting a Corrected Application Data Sheet.
- Submissions under a Secrecy Order may not be filed electronically.

Quick Start Guide

Warning: EFS-Web sessions will time-out after one hour of inactivity. A Web-based ADS that has not been submitted or saved after one hour of inactivity will be lost. You will need to login to EFS-Web again and re-enter the information from the start.

3. Access the Corrected Application Data Sheet

To submit a Corrected Application Data Sheet, you must select the radio button located next to "Existing application/patent." The Web screen will expand to display additional options. Select the radio button next to "Application Data Sheet (ADS) providing updated or corrected information."



To start the Corrected ADS, you will need to enter the Application Number and Confirmation Number. Click the Continue button at the bottom of the screen to proceed.

NOTE: If there is a validation error, an error message will be displayed at the top of the screen and near the data field containing the error.

On the Application Data tab, the Corrected ADS will be made available displaying data retrieved from the USPTO Patent Application Locating and Monitoring (PALM) system. Please note not all data may be retrieved.

Not all inventor and applicant information of record may be retrieved. The system can only retrieve information stored in the USPTO Patent Application Locating and Monitoring (PALM) system. For example, if there are multiple inventors, the system may only retrieve the mailing address of the first named inventor. If you are making a change in the mailing address of an inventor or applicant and no mailing address information was retrieved, just type in the new

Quick Start Guide

information and it will print on the corrected/updated ADS that is generated with underling.

3.1 Inventor Information

In the Inventor Information section, data of record will be displayed and editable.

Inventor Infor	mation	1: 🕖	
Any request to add	delete	correct	undate

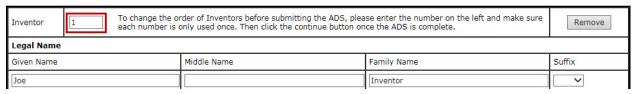
Any request to add, delete, correct, update or change the order of the names of the inventors must include a request and the proper fee(s) in accordance with 37 CFR 1.48.

Inventor			rder of Inventors before submitting the ADS, plea only used once. Then click the continue button or			Remove		
Legal Name								
Given Name			Middle Name	Family Name		Suffix		
Joe		[Inventor V						
Residence Info	ormation (Select O	ne)	● US Residency ○ No	n US Residency O Active	US Military Service			
City Housto	n	State/Provi	nce TEXAS	Country of Residence	UNITED STATES	~		
	,							
Mailing Addr	ess of Inventor:	9						
Address 1	1234 Any Street	e				2		
Address 2	Suite 5300							
City	Houston		State/Province	TEXAS	~			
Postal Code 77026			Country	UNITED STATES 🗸				
All Inventors I	Must Be Listed - Ad	dditional Inve	entor Information blocks may be generated within	n this form by selecting t	he Add button.			

To change the order of Inventors before submitting the ADS, please enter the number on the left and make sure each number is only used once. Then click the Continue button once the ADS is complete.

Inventor Information: 🕖

Any request to add, delete, correct, update or change the order of the names of the inventors must include a request and the proper fee(s) in accordance with 37 CFR 1.48.

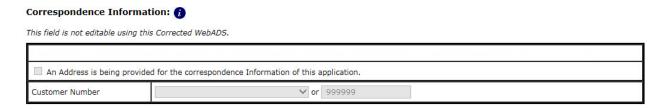


NOTE: If you are adding or deleting inventor(s), then a request under 37 CFR 1.48(a) with the proper fee(s) must also be submitted. Note that both a processing fee and an additional fee may be due if the correction of inventorship is being made after the first action on the merits. See 37 CFR 1.48(c). If you are correcting or updating the name of an inventor, or changing the order of the names of joint inventors, then a request under 37 CFR 1.48(f) with the proper fee must also be submitted.

Quick Start Guide

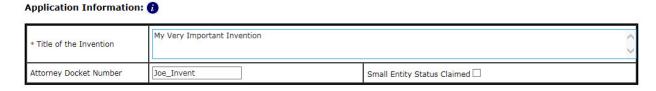
3.2 Correspondence Information

In the Correspondence Information section, data of record will be displayed, but the data is not editable. A change of correspondence address can be effected via private PAIR or filed in paper (see USPTO form PTO/AIA/122, "Change of Correspondence Address").



3.3 Application Information

In the Application Information section, data of record will be displayed and editable. The Title of the Invention is a required field. Note: Special characters may not be entered in this field as it may not transfer correctly to USPTO databases.



You can claim small entity status by checking this box and properly signing the Corrected Web-ADS. See 37 CFR 1.27.

If you are no longer entitled to small entity status, you must submit a properly signed written notification of a loss of small entity status pursuant to 37 CFR 1.27(g)(2). You cannot make this change by submitting a Corrected Web-ADS.

3.4 Representative Information

In the Representative Information section, data of record will be displayed, but the data is not editable. Providing representative information in the Application Data Sheet does not constitute a power of attorney in the application (see 37 CFR 1.32). To appoint or revoke a power of attorney, a properly signed power of attorney must be filed in the application. See USPTO Forms PTO/AIA/82, PTO/AIA/81, or PTO/AIA/80 (which must be accompanied by Form PTO/AIA/96).

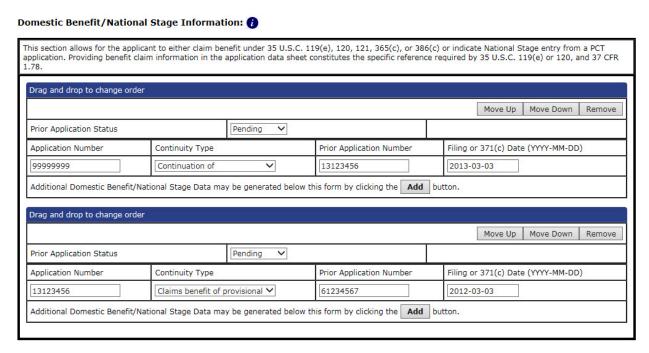
Quick Start Guide



3.5 Domestic Benefit/National Stage Information

In the Domestic Benefit/National Stage section, data of record will be displayed and editable. If any domestic benefit claims are being added in a utility or plant application after the time period set forth in 37 CFR 1.78 (e.g., after the later of four months from the actual filing date of the instant application or sixteen months from the filing date of the application for which benefit is being claimed), a petition to accept an unintentionally delayed benefit claim in compliance with 37 CFR 1.78 (including the petition fee) must also be submitted.

For any domestic benefit claims that are being deleted, please ensure that deletion of the domestic benefit claim(s) is actually desired. A deletion of a benefit claim to a prior application may be considered as a showing that the applicant is intentionally waiving the benefit claim to the prior application in the instant application.



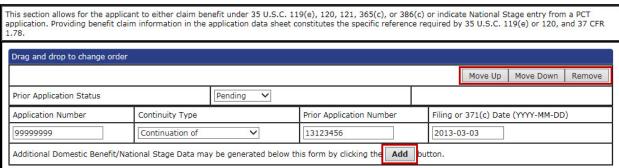
Change of order is completed in three ways:

 A benefit claim may be added or removed at any point of the claim chain by clicking the 'Add' or 'Remove' buttons

Quick Start Guide

- A benefit claim may be moved up or down by using the 'Move Up' and 'Move Down' buttons
- Benefit claim order may be reorganized by using the Drag and Drop functionality





3.6 Foreign Priority Information

In the Foreign Priority section, data of record will be displayed and editable. Providing this information in the application data sheet constitutes the claim for priority as required by 35 U.S.C. 119(b) and 37 CFR 1.55.

Additional foreign priority claims may be added by clicking the 'Add' button, and deleted by clicking the 'Remove' button for the indicated claim.

Enter the access code number to uniquely identify a patent application that is registered into the WIPO DAS (World Intellectual Property Organization Digital Access Service). Please <u>click</u> here for more information.

Foreign Priority Information: 🕧



3.7 Applicant Information

In the Applicant Information section, data of record will be displayed and editable. For each applicant entered, select either Assignee, Legal Representative under 35 U.S.C. 117, Joint Inventor, Person to whom the inventor is obligated to assign, or Person who shows sufficient proprietary interest. For more detailed Applicant Information instructions, see http://www.uspto.gov/forms/aia ads form inst.doc

Quick Start Guide

Applicant Information: 🕧

If the inventors are currently the applicant, the inventor information will not appear in the Applicant Information field. Applicant information will only appear in this field if there is at least one applicant who is not an inventor (e.g., an assignee who is an applicant under 37 CFR 1.46, or a legal representative who is an applicant under 37 CFR 1.43).

Providing assignment information in this section does not substitute for compliance with any requirement of part 3 of Title 37 of CFR to have an assignment recorded by the Office.

If there are multiple applicants, the order on the Corrected ADS may not match the order on the filing receipt and in the Office's systems. The order of applicants on the filing receipt is maintained.

Applicant							Remove
provided in this s person to whom to applicant under 3	section is the the inventor in 37 CFR 1.46. sufficient pro	name and ad is under an o If the applica	dress of the legal represent oligation to assign the inver nt is an applicant under 37	tative who intion, or per CFR 1.46 (a	s the applicant under rson who otherwise assignee, person to	er 37 CFR 1.43; or the shows sufficient propri whom the inventor is o	completed. The information to be name and address of the assignee, etary interest in the matter who is the obligated to assign, or person who rs who are also the applicant should
Assignee		O Legal	Representative under 35 U	.S.C. 117			O Joint Inventor
O Person to who	om the invent	or is obligate	d to assign		O Person who sho	ows sufficient proprieta	ry interest
If the Applicant is	s an Organiza	tion check he	ere. 🗹				
Organization Nan	ne Ap	plicant Organ	ization				
Mailing Address	s Informatio	n For Appli	cant:				
Address 1							
Address 2	dress 2						
City	Minato-ku			S	tate/Province		~
Country	JAPAN		~	Р	ostal Code		
Phone Number				F	ax Number		
Email Address							
55							
Additional Applica	ant Data may	be generate	d within this form by selecti	ing the	Add button.		

Additional applicant information may be added by clicking the 'Add' button, and deleted by clicking the 'Remove' button for the indicated Applicant entry.

NOTE: If you are changing the applicant, then you must also submit a request to change the applicant in compliance with 37 CFR 1.46(c) (which requires compliance with 37 CFR 3.71 and 3.73). If you are correcting or updating the name of the applicant, then you must also submit a request under 37 CFR 1.46(c).

3.8 Assignee Information Including Non-Applicant Assignee Information

In the Assignee Information section, data of record will be displayed and editable. Complete this section only if assignee information, including non-applicant assignee information, is desired to be included on the patent application publication in accordance with 37 CFR 1.215(b). An assignee-applicant identified in the "Applicant Information" section will appear on the patent application publication as an applicant. For more detailed Assignee Including Non-Applicant Assignee Information instructions, see http://www.uspto.gov/forms/aia ads form inst.doc

Quick Start Guide

Providing assigni recorded by the		does not subsitute fo	r compliance with any require	ement of part 3 of Title 37 of CFR to	o have an assignme	ent
assignee-applica		formation" section wil	Il appear on the patent applic	red to be included on the patent ap ation publication as an applicant. F publication.		
Assignee 1				re submitting the ADS, please ente tton once the ADS is complete.	er the number on th	e left
					Remove	е
If the Assignee o	r Non-Applicant Assignee is an	Organization check he	ere 🗆			
Given Name		Middle Name		Family Name		Suffix
Janice				Assignee		~
Mailing Addres	s Information For Assignee i	ncluding Non-Appli	cant Assignee:	•		
Address 1	1234 N. Aikman Drive					
Address 2					v t	
City	Juneau		State/Province	ALASKA	~	
Country	UNITED STATES	~	Postal Code	99801		
Phone Number	555-555-5555		Fax Number	555-555-5556		
Email Address	Assignee1@somewhere.org					

Additional assignee information may be added by clicking the 'Add' button, and deleted by clicking the 'Remove' button for the indicated Assignee entry. To change the order of Assignees before submitting the ADS, please enter the number on the left and make sure each number is only used once. Then click the Continue button once the ADS is complete.

3.9 Signature

This form must be signed in accordance with 37 CFR 1.33(b). This Application Data Sheet **must** be signed by a patent practitioner if one or more of the applicants is a **juristic entity** (*e.g.*, corporation or association). If the applicant is two or more joint inventors, this form must be signed by a patent practitioner, **all** joint inventors who are the applicant, or one or more joint inventor-applicants who have been given power of attorney (*e.g.*, see USPTO Form PTO/AIA/81) on behalf of **all** joint inventor-applicants. If an applicant is prosecuting the application *pro se*, all of the inventors must sign to comply with the rule, unless a power of attorney has been given. MPEP 402.

See 37 CFR 1.4 for signature requirements and certifications.

Quick Start Guide

NOTE: This Application Date Sheet must be signed in accordance with 37 CFR 1.33(b). This Application Data Sheet must be signed by a patent practitioner if one or more of the applicants is a juristic entity (e.g., corporation or association). If the applicant is two or more joint inventors, this form must be signed by a patent practitioner, all joint inventors who are the applicant, or one or more joint inventorapplicants who have been given power of attorney (e.g., see USPTO Form PTO/AIA/81) on behalf of all joint-inventor applicants. See 37 CFR 1.4(d) for the manner of making signatures and certifications. NOTE: This form must be signed in accordance with 37 CFR 1.33. See 37 CFR 1.4 for signature requirements and certifications. Remove * Signature * First Name * Last Name Registration Number

Once you have signed you may proceed to the next screen by selecting "Continue".

4. Attach Documents

Additional Signature may be generated within this form by selecting the

Once you have made all necessary updates or corrections to the Web-ADS information on the "Application Data" screen, a CorrectedADS.pdf document will be auto-generated. This document cannot be removed from the Attach Documents Screen.

You may click on the respective PDF hyperlink to preview the document. If you need to make any corrections, go back to the "Application Data" screen by clicking on the "Application Data" tab at the top of the screen. After making any corrections, you must click on the "Continue" button located at the bottom of the "Application Data" screen in order to apply any changes. The corrected ADS identifies the information that is being changed, with underlining for insertions, and strike-through for text removed, as stated in 37 CFR 1.76(c)(2).

Quick Start Guide

Document Description: Application Data Sheet to update correct info Doc Code: ADS. CORR

CORRECTED ADS FORM

Application Number	99/999,999
Title of Invention	MY VERY IMPORTANT INVENTION

Inventor Information

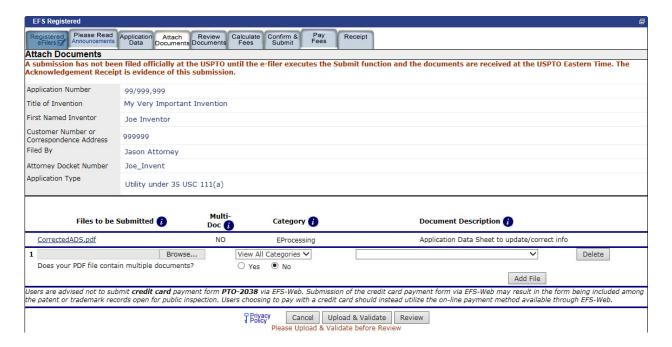
If no data is shown, no data has been corrected

	Data of Record	Updated Data
Order Number	1	2
Nam e		<u>Displaying data being added</u>
Residence Informa	tion	
Residency	Displaying data being removed	
City	Bethesda .	Displaying data being updated/corrected
Country of Residence	us	
Mailing Address of	Inventor	
Address 1	12345 Any Street	4321 Another Street
Address 2		Suite 112
City, State/Province, Postal Code	Arlington, Virginia	
Country		

Quick Start Guide

If you have additional PDF documents, you may add them to the submission. If you do not have any required documents to upload, click on the "Review" button. The following documents descriptions are made available for submission with a Corrected ADS filing:

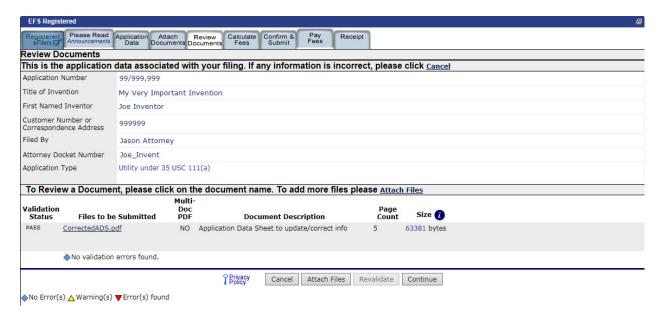
R48.REQ Request under Rule 48 correcting inventorship OATH Oath or Declaration filed Miscellaneous Incoming Letter LET. R3.73 Assignee showing of ownership per 37 CFR 3.73 TRAN.LET Transmittal Letter PET.OP Petition for review by the Office of Petitions PET.PCT Petition for review by the PCT legal office Request for Corrected Filing Receipt **CFILE** FRPR.IC Interim Copy of Foreign Priority Document (PDF) FRPR.IC.TXT Interim Copy of Foreign Priority Document (TXT)



5. Review Documents

On the "Review Documents" screen, the CorrectedADS.pdf cannot be removed. If you need to remove the CorrectedADS.pdf from the submission, you must cancel the filing.

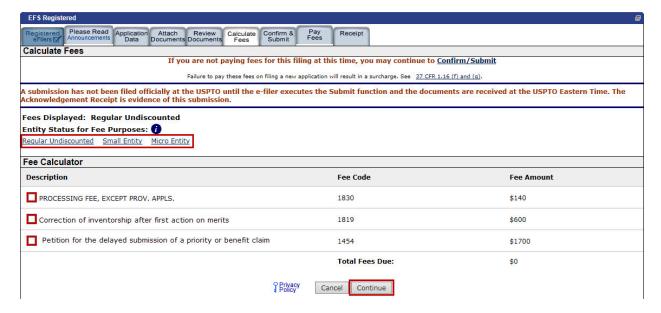
Quick Start Guide



6. Calculate Fees

The "Calculate Fees" screen allows eFilers to select the appropriate entity status in the top left hand corner of the screen, adjusting the listed fee codes and amounts accordingly. The following fees are available when submitting a Corrected ADS filing:

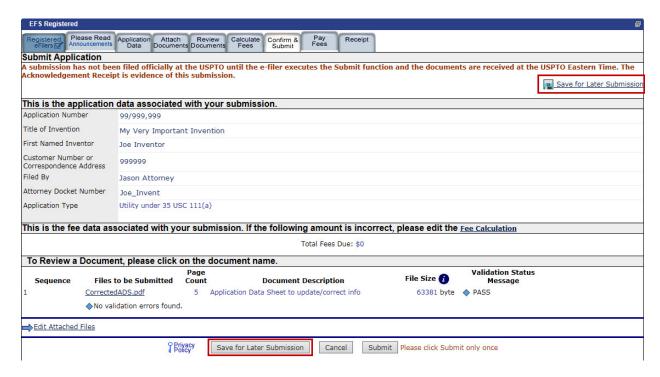
- Processing Fee, Except Prov. Appls.
- Correction of inventorship after first action on merits
- Petition for the delayed submission of a priority or benefit claim, or to restore the right of priority or benefit



Quick Start Guide

7. Save Submission Feature for Registered eFilers

You have the option of saving the submission for later if you are a Registered eFiler. All of the required ADS fields on the "Application Data" tab must be completed. The save option is located on the "Confirm & Submit" screen.



After clicking on the "Save for Later" button, the next screen will display the details of the saved submission. There is a notification statement that explains that the submission has not been filed officially at the USPTO until the Submit function is executed. A statement at the bottom of the screen details that the submission will be saved for up to 7 days.

If you have any questions or concerns regarding filing in EFS-Web, please contact the Patent EBC Monday - Friday, from 6:00 a.m. to 12 Midnight Eastern Time, by email ebc@uspto.gov or telephone 866-217-9197.